

ST. CATHERINE'S EARLY EDUCATION CENTRE

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Under the Education and Care Services National Law and National Regulations, early childhood services are required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to decide on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. All authorisation and refusals are to be kept in the child's enrolment record.

National Quality Standards

Quality Area 2: Children's Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

Education and Care Services National Regulations	
Sec 165	Offence to inadequately supervise children
Sec 167	Offence relating to protection of children from harm and hazards
Sec 175	Offence relating to requirement to keep enrolment and other documents
Sec 167	Offence relating to protection of children from harm and hazards
92	Medication record
93	Administration of medication

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94	Exception to Authorisation requirement_ Anaphylaxis or asthma emergency
99	Children leaving the education and care service
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedure to be kept available
172	Notification of change to policies and procedures

Aim

Our priority is ensuring the health, safety and wellbeing of the children. Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff, educators, parents and visitors understand exactly what they need to do. Our governance and quality management processes are effective and transparent and meet all regulatory requirements.

Related Policies

Administration of Medication Policy
 Anaphylaxis Management Policy
 Arrival and Departure Policy
 Administration of Medication Policy
 Enrolment and Orientation Policy
 Emergency and evacuation policy
 Delivery and Collection of Children Policy
 Medical condition policy
 Administration of First Aid policy

Child safe environments / Child Protection Policy
 Excursion Policy
 Facebook Policy
 Governance policy
 Incident, injury, trauma and illness policy
 Sun Protection Policy
 Water Play Policy
 Safe arrival of children policy
 Record keeping and retention policy

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Implementation

Our Service will ensure we comply with the current Education and Care Services National Regulations and have policies and procedures in place in relation to the acceptance and refusal of authorisations. which require parent or guardian written authorisation to be provided in matters including:

- Administration of medication to children
- Administration of medical treatment, dental treatment and general first aid treatment
- Emergency ambulance transportation
- Transportation -including regular outings, regular transportation
- Safe arrival of children to the service
- Excursions, including regular outings
- Incursion attendee
- Taking of photographs by people other than educators
- Water based activities
- Enrolments of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or to provide authority for the child to be taken outside the service
- Children leaving the premises in the care of someone other than a parent or guardian

Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is signed and dated. These activities and agreements are detailed below as they appear in the enrolment form:

- Agree to St. Catherine's Early Education Centre and all staff dutifully employed, to provide care and education to my child.
- Throughout the year the children may venture out into the community for example to collect sticks for art or, visit a local park or local community landmarks. Parents will be notified of all regular outings, and they will always be conducted under strict Guidelines (set down by DET).
I give permission for my child to attend regular outings within a 5 km radius of St. Catherine's Early Education centre.
- Agree to staff applying SPF50+sunscreen to my child as per the centre sun smart policy. If my child has any skin complaints or allergies, I agree to provide my own sunscreen.
- Agree to staff Applying Have Band-Aids or sticking plasters applied when necessary
- Agree to staff applying Nappy Cream/ointment (supplied by parents)
- Agree to staff applying Teething gel supplied by parents.
- Agree to my child's photo being taken and stored at the centre and agree to the image being used :
 - In my child's portfolio
 - In the portfolio of other children

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On the centre website (not public pages but limited to centre families use)
In the centre newsletter
On display around the centre

- Agree to collect or decide for the collection of the child referred to in this form if he/she becomes unwell at the centre, within thirty minutes of being notified.
- Agree to sign the required medical accident form detailing any accident and or incident involving my child as prepared by centre staff in accordance with the Regulatory Authorities.
- Agree to follow the centre policy regarding communicable diseases and I agree to obtain the required clearance from a GP should this be deemed necessary by centre management.
- Agree to follow the centre policy regarding administration of medication for my child, and ensure I complete the required form as explained by staff.
- Consent to staff of the centre seeking, or where appropriate administering, such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the centre in provision of this treatment.
- Understand that if centre staff deem it necessary, an ambulance will be called for my child regardless of possible costs to be incurred by me for such transportation.
- If an ambulance is called, I agree to the paramedics treating my child if they deem it necessary.
- Consent to my child participating in regular incursions as advertised in the centre Event Calendar. I understand this may mean my child coming into contact with various animals, and reptiles, and viewing performances by puppet theatres and similar.
- Consent to staff checking my child's hair for head lice on a regular basis and agree to allowing staff to check my child's hair after an infestation, before the child is allowed to come back to care. I agree to arrange for my child to be collected from care within one hour of infestation being found. I agree that if head lice are found in my child's hair, in the interim between lice being found and a parent/ guardian collecting the child, the staff will apply basic hair conditioner to my child's hair to stop any other children becoming infected.
- Agree that only persons detailed by me in this(enrollment) form are able to collect my child on my behalf. If I am required to send an alternate person to collect my child, I agree to advise the centre by phone and to send an email detailing the information of who is to collect to info@sceec.com.au.
- Agree to participate in the centre policy review process, which requires me to read and evaluate a random selection of three policies no more than twice per year.
- Declare that the information in this form is true and correct and undertake immediately to inform St. Catherine's Early Education Centre of any change to this information.
- I _____ give my permission for my child _____ to participate in the emergency and evacuation procedures and drills throughout the year at St Catherine's Early Education Centre, 35 Canning street North Melbourne.
- My emergency contact details in the enrolment forms are correct and up to date.

Management will ensure:

- That the Service has an acceptance and refusal authorisation policy in place, which is to be adhered to and maintained by educators at all times.

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- Obligations under the education and care services National Law and National Regulations are met
- Policies and procedures are readily accessible to families, nominated supervisors, coordinators, educators, staff and students for inspection.
- An enrolment record is kept for each child that includes authorisations signed by a parent or authorised person
 - To consent to seek medical treatment from a registered medical practitioner, hospitals or ambulance services
 - Transportation by an ambulance service
 - To authorise the education and care service to transport the child or arrange transportation of the child

- Parent/guardians are provided with a copy of relevant policies for our Service
- That all staff follow the policies and procedures of our Service
- That all parents/guardians have completed the authorised person's section of their child's enrolment form (refer to Enrolment and Orientation Policy), and that the form is signed and dated before the child is enrolled at the Service and updated every year.
- Keep all authorisations relating to each child in their enrolment record
- That permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to Excursion Policy).
- Attendance records are maintained to account for all children attending the Service.
- A written record of all visitors to the Service, including time of arrival and departure and reasons for visit is documented.
- Where a child requires medication to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included with the child's record. (Refer to Administration of Medication Policy)
- Educators/staff do not administer medication without the authorisation of parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma and Anaphylaxis Policy).
- Educators and staff allow a child to participate in excursion only with the written authorisation of a parent/guardian or authorised person.
- Educators/staff allow a child to depart the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these,

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except in the case of a medical emergency or an excursion (Refer to Arrival and Departure of Children Policy and Child Safe Environment Policy).

- There are procedures in place if an inappropriate person attempts to collect the child from the Service (refer to Arrival and Departure of Children Policy)
- We will notify the families at least 14 days before changing the policy or procedures (Reg 172).

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- Follow the policies and procedures of the Service
- Ensure documentation relating to authorisations contains:
 1. the name of the child enrolled in the service
 2. date
 3. signature of the child's parent/guardian and nominated contact person as named on the enrolment form.
- Keep all authorisations relating to each child in their enrolment record
- Exercise the right of refusal if written or verbal authorisations do not comply with National Regulations or Child Protection Laws. If an authorisation is refused by the Service, it is best practice to document:
 1. the details of the authorisation
 2. why the authorisation was refused and
 3. actions taken by the service. For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, the action taken to ensure that the child was collected
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma, epilepsy, or diabetes. In accordance with National Regulations and National Law, the Service can administer medication in these circumstances without authorisation. If these situations occur Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
- Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency (refer to *Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Management of Asthma Policy, Management of Anaphylaxis Policy, Management of Diabetes Policy, and Management of Epilepsy Policy*).

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- Ensure a child only departs from the Service with
 - With a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
 - with a person authorised by a parent or authorised nominee; or
 - In accordance with the written authorisation of the parent; or authorised nominee; or
 - on an excursion; or
 - in the case of a medical emergency or another emergency (Refer to *Arrival and Departure Policy* and *Emergency Evacuation Policy*).
- ensure that written authorisation is provided by the parent or other person named in the child's enrolment record for a regular outing.
- Ensure a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised person
Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the Service's policies.

Families will:

- read and comply with the policies and procedures of the Service
- complete and sign the authorised nominee section of their child's enrolment form before their child commences at the Service
- ensure that changes to nominated authorised persons are provided to the Service in a timely manner
- advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the Service
- sign and date permission forms for regular transportation and regular outings
- sign and date permission forms for excursions
- sign the attendance record as their child arrives and departs from the Service
- provide written authorisation on the *Administration of Medication Form* when their child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records
- provide completed Medical Management Plans and Action Plans where relevant for their child
- Be familiar with circumstances where authorisations may be refused/not applicable.

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AUTHORISATION REQUIREMENTS

Authorisation documents are required for the following situations and must have details recorded as specified:

<p>Administration of Medication</p>	<ul style="list-style-type: none"> • Name of the child • Authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication • Name of the medication to be administered • Clearly indicate time and date medication was last administered • Clearly indicate time and date the medication is to be administered • Dosage of the medication to be administered • Period of authorisation (actual days and dates: from and to). • Parent/care name and signature • Date the authorisation is signed • Medication in its original container and bearing the correct child's name • Medication is not past its expiry or use-by date • Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner. • A second person checks the signed Authority to Administer Medication record, checks the dosage of the medication, and witnesses its administration • The Educator administering medication, and the witness must write their full name and sign the medication record. • Details of the administration must be recorded in the medication record
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<p>Medical treatment of the child including transportation by an ambulance service (Included and authorised initially as part of the child's enrolment record):</p>	<ul style="list-style-type: none"> • Name of the child • Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service • Authorisation for the transportation of the child by an ambulance service. • Name, address and telephone number of the child's registered medical practitioner or medical service • Child's Medicare number • Name of the parent or guardian providing authorisation
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<p>Emergency Medical Treatment</p> <p>(included and authorised initially as part of the child's enrolment record or as updates during enrolment):</p>	<ul style="list-style-type: none"> The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form.
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<p>Collection of Children</p> <p>(included and authorised initially as part of the child's enrolment record or as updated during enrolment):</p>	<ul style="list-style-type: none"> Name of the child Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation Name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises Signature of the person providing authorisation and date of authorisation
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<p>Excursions</p> <p>(Including regular outings)</p>	<p><i>If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period within the child's enrolment form, The authorisation must state:</i></p> <ul style="list-style-type: none"> Name of the child Date of the excursion (unless for a regular outing) Reason for the excursion Proposed destination for the excursion Method of transport to be used Route to be taken to and from the excursion Period of time away from premise- include time leaving premise and time returning to premise Proposed activities to be undertaken by the child during the excursion Anticipated number of children likely to be attending the excursion Ratio of Educators attending the excursion to the number of children attending the excursion Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers) Statement that a risk assessment has been prepared and is available at the service Name of the parent or guardian-providing authorisation Relationship to the child Signature of the person providing authorisation and date of authorisation
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	<ul style="list-style-type: none"> • Details of any water hazards and risks associated with water-based activities (to be included in risk assessment). • Items that should be taken on the excursion
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<p>Transportation (other than as part of an excursion)</p>	<p>If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period</p> <ul style="list-style-type: none"> • Name of the child • the reason the child is to be transported • if the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported • a description of the proposed pick-up location and destination • the means of transport • the period of time during which the child is to be transported • the anticipated number of children likely to be transported • the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation • any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported • that a risk assessment has been prepared and is available at the education and care service • that written policies and procedures for transporting children are available at the education and care service
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Confirmation of Authorisation	<ul style="list-style-type: none"> • All authorisation forms received (including the initial enrolment form) are to be checked for completion • All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form • If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction • Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed
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Source

- Australian Children's Education & Care Quality Authority.
- ACECQA (2021). Policy and procedure guidelines. Acceptance and refusal of authorisations.
- Cancer Council, Preventing cancer: Sun Protections
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Revised National Quality Standard 2018.

Review

The policy will be reviewed regularly.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Policy Reviewed	Modifications	Next Review Date
September 216		October 2017
April 2018	Updated the National Quality Standard references to comply with revised standard. Revised the related policy section. Added management and family responsibilities.	April 2020
May 2020	Authorisation Requirement Table added Removal of wording "excluding paracetamol" Addition of Sun smart/ Sun Protection	May 2021
August 2021	Additional regulations added Updated written authorisations Additional section for transport added	August 2022

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	Related policies updated Mirror changes to through out to ensure consistency with other policies.	
Sep 2022	Additional regulation added in families section. Management and families responsibilities added. Legislative regulation requirement has been added. Minor update to the related policy. Aim of the policy has been made more clearer to everyone.	Sep 2024
September 2024	Sources checked for currency Additional points added to authorisations inclusions	Sep 2026